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DEPARTMENT OF PROFESSIONAL AND FINANCIAL
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EMPLOYEE LEASING REGISTRATION
INSTRUCTIONS & INFORMATION

Employee Leasing Companies (also known as PEO's) are required to register with the Bureau of Insurance to do business in Maine pursuant to Title 32 M.R.S.A. Chapter 125 §14052. Please refer to this statute to determine if you qualify as an Employee Leasing Company and to view requirements. The statute is available on the internet at: <http://janus.state.me.us/legis/>

Initial applications and renewals will **not** be approved if the company fails to provide a current Certificate of Liability for Workers' Compensation, a completed application, and the appropriate fee. The application is available online at: www.maineinsurancereg.org. Go to: "Producer/Business Entity Information," "Licensing and Registration" – "Forms and Information," which will take you to Employee Leasing, and the Instructions and Information.

Fees: The initial fee is \$500, and the renewal fee is \$100.

Payment: Make check payable to: **Treasurer, State of Maine.**

Note: It is important that you **read and answer all** questions. Check with your insurance producer (agent) and agency to verify that they are licensed in Maine to do insurance business. Requests for registration will be denied if the producer and agency are not licensed in Maine.

Contact Kathy Latulippe, Licensing Division, at 207-624-8441, by fax at 207-624-8599, or Kathryn.J.Latulippe@maine.gov, by email should you have any questions or requests for material.

SELF-INSURED PLANS

Please refer to 24-A MRSA Chapter 81, which regulates Multiple Employer Welfare Arrangements. Applications for approval should be sent to the attention of Kendra Godbout, Director. Questions on application format and financial requirements may be directed to the Alternative Risk Unit at 207-624-8475.